

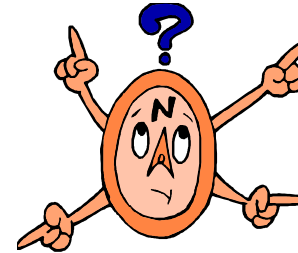
CJIS Online Overview

CJIS Security Awareness Training & Testing Software

Navigating the CJIS Online site

Working with the CJIS Online system:

- Logging in as a Local Agency Admin
- Setting up user accounts
- Modifying user accounts
- Relaying user login credentials & testing instructions
- Generating & reviewing test activity reports



CJIS Online is for level 1, 2 & 3 users

- ★ It is the agency's responsibility to maintain CJIS Security Awareness training documentation.
- ★ CJIS Security Awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

If the person does not have a TLETS/Omnixx Login ID, they should be entered into CJIS Online:

- Level 1: Personnel that come in to contact with CJI
- Level 2: Personnel that enter, query or modify CJI
- Level 3: Personnel with Information Technology roles

CJIS Online is optional to Omnixx Level 2 personnel completing the Security Awareness Training in Omnixx.

All Personnel with CJI Access (Level 1)

Question: Who has physical access to CJI?

Answer: Anyone who has unescorted (eyes on it at all times) access to areas that process or store CJI.

Common examples include the following roles:

- Janitors
- Building maintenance
- Radio technician vendors
- Anyone given unfettered walking access to your secured location.



Personnel with Physical & Logical Access (Level 2)

Question: What does this mean?

Answer: Personnel with access to query, enter or modify CJI data.

Common examples include the following roles:

- Dispatchers
- Investigators
- Law enforcement officers



CJIS Online is optional to Omnixx Level 2 personnel completing the Security Awareness Training in Omnixx.

Personnel with Information Technology roles (Level 3)

Question: What does this mean?

Answer: IT support staff with unescorted access to networking equipment such as: routers, switches, or servers processing, storing or transmitting CJI.



Access can be as simple as a key to the door that secures this equipment.

This can also be as complex as vendors with VPN access (unescorted) to systems that process CJI.

PLANNING AHEAD

★ **START SMALL**

enter staff without Omnixx/TLETS access that need training
- IT staff and vendors



★ **ADD Vendors**

Create Vendor Admin account. Vendor Admins then enter their own employees

★ As Omnixx/TLETS user accounts near expiration, enter them into CJIS Online



★ CJIS Online requires a unique email address and Internet access for each person.

★ Make a note of account login credentials created as you will be relaying this to users to start their training. Consider an email notification.

LOGIN TO THE CJIS ONLINE

Login to CJIS Online as an agency: <https://www.cjisonline.com>

If you cannot login,
512-424-7364

or

**cjis.audit@
dps.texas.gov**

Agencies can set
only one admin for
CJIS online.



LOGIN TO THE CJIS ONLINE

Your login credentials are unique to you and the agency:

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Agency Login

State/Agency:

First Name:

Last Name:

ORI:

Password:

Contact Support

 **CJIS ONLINE
HOME**

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CJIS ONLINE – AGENCY OPTIONS

This is the agency's home screen listing all the options available to administer the agency, add/view vendors and run reports.



SETTING UP NEW CJIS ONLINE USERS

To add new users, click on “IT & Agency User Admin”:



SETTING UP NEW CJIS ONLINE USERS

User accounts will be listed alphabetically

Add new users by clicking on the “Add New IT or Agency Employee” button:



The screenshot displays the CJIS Online web application interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the header area includes "SECURE CJIS RESOURCES" on the left, the "CJIS online" logo in the center, and "POWERED BY PEAK PERFORMANCE SOLUTIONS" on the right. A navigation dropdown menu is visible on the right side of the header. Below the header, a red bar contains the text "Showing Active IT & Agency Employees". Underneath this bar, there are two buttons: "Add New IT or Agency Employee" and "List All IT & Agency Employees". A large red arrow points to the "Add New IT or Agency Employee" button. Below these buttons is a search section with the label "Search By Last Name:", a text input field, and a "GO" button. Below the search section is a link that says "Show All IT/Agency Employees". The main content area displays "No Records Found". At the bottom of the page, there is a "CJIS ONLINE HOME" button with a house icon, a "Contact Support" link with a speech bubble icon, and a copyright notice: "Copyright © 2006 Peak Performance Solutions".

SETTING UP NEW CJIS ONLINE USERS

Complete all mandatory fields marked by an asterisk *

Choose the appropriate training level 1,2 or 3 based on the level description.

Enter the person's unique email address & create a password.

This will become the initial user's sign on credential you will need to provide them.

Choose IT functions under categories, if applicable.

Level 2 TLETS operators may be currently covered under Omnixx security training and can be entered voluntarily.

Add IT or Agency Employee in Texas

Agency/ORI: TX8888888

Department: Maintenance *

State: Texas

First Name: Fred *

Middle Name:

Last Name: Flintstone *

Phone Number: 512-512-1212

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Personnel with Access to CJI (This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)	<input checked="" type="radio"/>
Level 2 CJIS Security Training	Personnel with Physical and Logical Access to CJI (This level is designed for operators who typically have access to query, enter, or modify CJI data.)	<input type="radio"/>
Level 3 CJIS Security Training	Personnel with Information Technology Roles (This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc.)	<input type="radio"/>

Finger Print Information

Date:

Email address is your user name

Email Address: someone@emailaddress.com *

Confirm Email Address: someone@emailaddress.com *

Password: *

Confirm Password: *

IT/Agency Related Categories

☐ Programming

☐ IT Management

☐ Server Management

☐ Networking

☐ Database Management

☒ Support

Submit **Reset**

EDIT CJIS ONLINE USERS

Click on the magnifying glass to VIEW a record, edit credentials or inactivate.

Links on Page

List All IT & Agency Employees
shows ACTIVE users only

Show All IT/Agency Employees
displays ACTIVE & INACTIVE users

The Easy Online Resource for CJIS Information

SECURE CJIS RESOURCES

CJIS online

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---- Navigation ----


HELP

Showing Active IT & Agency Employees


Add New IT or Agency Employee List All IT & Agency Employees


Search By Last Name: GO

Show All IT/Agency Employees

LAST NAME	FIRST NAME	DEPARTMENT	VIEW
Flintstone	Fred	TX CJIS ISO	

Showing 1 - 1 of 1

 CJIS ONLINE HOME

 Contact Support

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EDIT CJIS ONLINE ACCOUNTS

Edit CJIS Online user training files with name changes, login credentials and add *optional* fingerprint information.

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SECURE CJIS RESOURCES

CJIS online

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Navigation

HELP

Viewing Employee Fred Flintstone

List All IT & Agency Employees

Employee Personal Information

First Name: Fred

Middle Name:

Last Name: Flintstone

Phone No: 512-512-1212

User Name: someone@emailaddress.com

Agency: TX8888888

State: TX

Department: Maintenance

Active/Inactive: Active

Level Assigned: Level 1 CJIS Security Training

IT/Agency Related Categories

Support

EDIT

Testing History

Showing Current Certifications

No History Available

Show All Certifications

Finger Print Information

No Fingerprint Records Found

ADD

CJIS ONLINE HOME

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MANAGE VENDOR ADMIN ACCOUNTS



MANAGE VENDOR ACCOUNTS

Search by **Company Name**, Sort by **Category** or **State**. View & edit records with the magnifying glass or notebook buttons.

Add a new vendor from this screen, if needed.

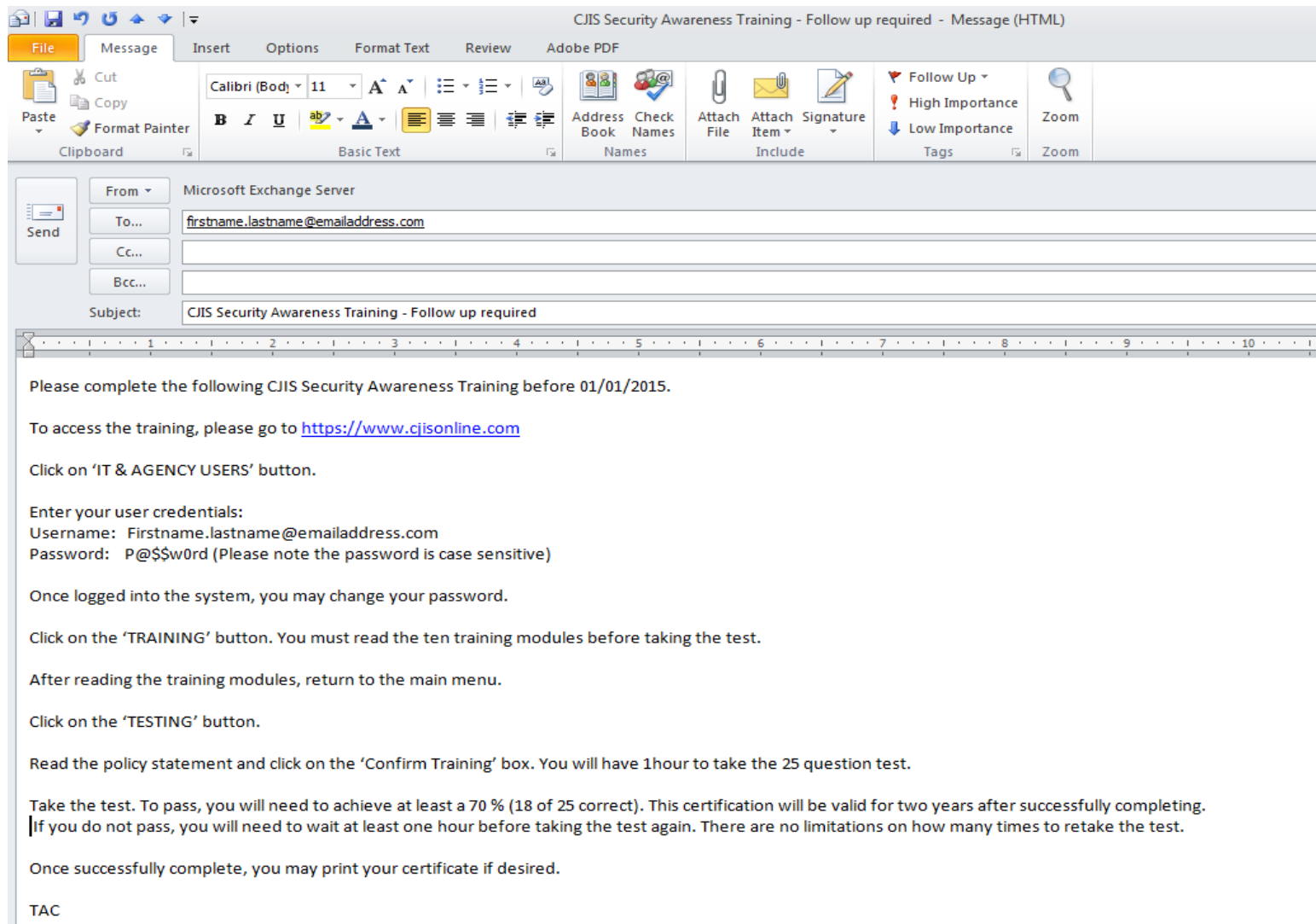
Many vendors are preloaded into the system.

! Perform an extensive search for a vendor employee or company name first to prevent creating duplicate records.

The screenshot shows the 'Vendors' management page in the CJIS online system. The header includes 'The Easy Online Resource for CJIS Information', 'SECURE CJIS RESOURCES', and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. The main content area has a red header with 'Vendors' and buttons for 'Add New Vendor' and 'List All Vendors'. Below these are search and sorting options: 'Search By Company Name:' with a text input and a 'GO' button, 'Sort By Category' with a dropdown menu, and 'Sort By State' with a dropdown menu. A green dashed box highlights the search and sorting area. Below the search area, it says 'Showing All Vendors'. A table lists vendors with columns for 'COMPANY NAME', 'NOTIFICATIONS', 'VIEW', and 'EDIT'. The table contains four rows of vendor information.

COMPANY NAME	NOTIFICATIONS	VIEW	EDIT
12550LC			
1800dryclean			
2-H Mechanical			
2-Way Communications Service			

Sample Email to user to relay their login credentials



Staff and IT personnel sign on as “IT & Agency Users”



Vendor employees sign on as “Vendor Access”

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WELCOME TO THE CJIS ONLINE PORTAL

CJIS RESOURCES

STATE ADMIN

LOCAL AGENCY ADMIN

VENDOR ACCESS

IT & AGENCY USERS

CJIS S  TY TRAINING

Contact Support

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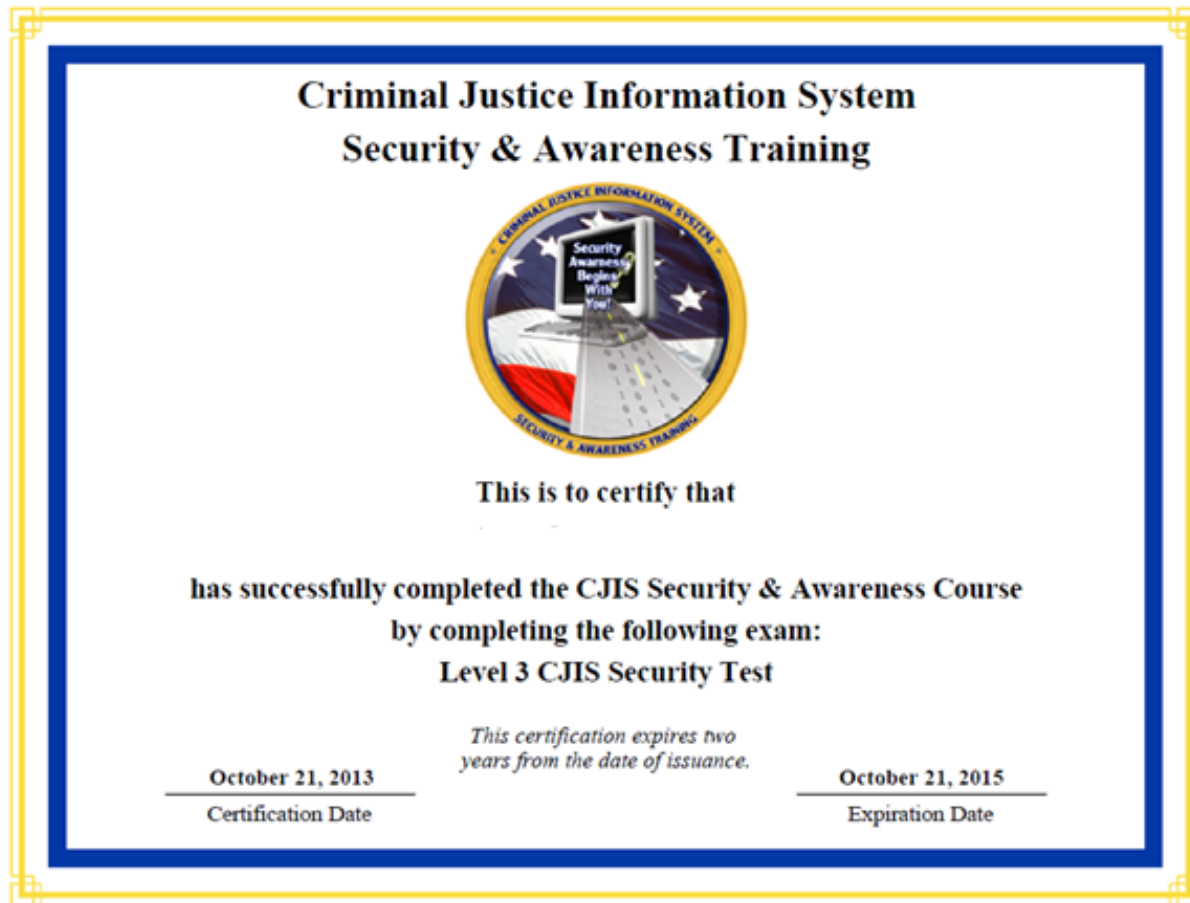
TRAINING & TESTING

As directed in the email, after logging in the users will first complete the training modules then complete the test. Users must score at least 70% to pass the test and will have 1 hour to answer 18 of 25 questions correctly. If they do not pass the test they must wait 1 hour before trying again.



COMPLETION OF TRAINING & TESTING

Upon successful completion (70% or better) of the CJIS Online testing the user will receive a certificate. This user is now certified for two (2) years. Upon expiration the user will need to complete the training and testing process all over again – there is no recertification for CJIS Security Training.



MONITORING TESTING ACTIVITY

Logging in as a “Local Agency Admin” you can run reports to monitor the agency’s testing activity.



The screenshot displays the CJIS online interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the header features "SECURE CJIS RESOURCES" on the left, the "CJIS online" logo in the center, and "POWERED BY PEAK PERFORMANCE SOLUTIONS" on the right. A "HELP" button is located in the top right corner. The main content area is titled "Your Agency Name Here" and contains six buttons arranged in two rows: "REPORTS", "AGENCY MANAGEMENT", "VENDOR MANAGEMENT", "VENDOR USERS MANAGEMENT", "IT & AGENCY USER ADMIN", and "EXPIRATION NOTIFICATIONS". A large red arrow points to the "REPORTS" button. At the bottom, there is a "CJIS ONLINE HOME" button and a "Contact Support" link. The footer states "Copyright © 2006 Peak Performance Solutions".

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HELP

Your Agency Name Here

REPORTS

AGENCY
MANAGEMENT

VENDOR
MANAGEMENT

VENDOR USERS
MANAGEMENT

IT & AGENCY
USER ADMIN

EXPIRATION
NOTIFICATIONS

CJIS ONLINE
HOME

Contact Support

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MONITORING TEST ACTIVITY

Regularly reviewing the Certification Expiration Report provides an agency wide perspective for upcoming expiration dates. Be proactive and administer training & testing reminders 60 days in advance to allow users time to complete the process.

The screenshot displays the CJIS online portal interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the "SECURE CJIS RESOURCES" logo is on the left, and the "CJIS online" logo is in the center. On the right, it says "POWERED BY PEAK PERFORMANCE SOLUTIONS". A navigation dropdown menu is visible with the text "---- Navigation ----". Below the banner, a red bar contains a "HELP" button. The main content area is titled "Reports" and features a "Standard Reports" section. This section contains three report icons: "Test Activity Report", "Certification Expiration Report" (which is highlighted with a yellow border), and "Fingerprint Report". At the bottom of the page, there is a "CJIS ONLINE HOME" button and a "Contact Support" link. The footer text reads "Copyright © 2006 Peak Performance Solutions".

CREATE AN EXPIRATION REPORT

This command will generate an expiration date list for the entire agency including active employees with no training history.

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Navigation

HELP

Expiration Report

Show Vendor Employees with No Test History
Show IT/Agency Employees with No Test History

Choose employee type:
IT/Agency Employees

☐ By Month
October 2013

☐ By Time Period
From: October 2013
To: October 2013

☐ Very Specific
From: October 21 2013
To: October 21 2013

☒ All Dates in Data Base

Submit Reset

MONITOR AGENCY TESTING ACTIVITY

This report will list all dates in the database for the agency.
Pay special attention to the employees you have created accounts for but have not completed the necessary training.

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Navigation

HELP

Expiration Report

Sort By

Showing All Dates
(Active Users Only)

Search Again

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRE DATE
Blaine, Jeremy	Jeremy.Blaine@state.	024015Y	Level 3 CJIS Security Training	10/18/2015
Bock, Jeff	Jeffrey.D.Bock@state.	024015Y	Level 3 CJIS Security Training	10/08/2015
Bowyer, Carol	Carol.Bowyer@state	024015Y	Level 3 CJIS Security Training	10/15/2015
BURHANS, JEFFREY	JEFF.BURHANS@STATE	024015Y	Level 3 CJIS Security Training	10/08/2015
Comstock, Cindy	Cindy.Comstock@state	024015Y	Level 3 CJIS Security Training	10/18/2015
Hahn, Joseph	Joe.Hahn@state	024015Y	Level 3 CJIS Security Training	10/19/2015
Hardy, Susan	Susan.K.Hardy@state	024015Y	Level 3 CJIS Security Training	10/15/2015
Harris, Valerie	Valarie.Harris@state.	024015Y	Level 3 CJIS Security Training	N/A

CREATE A VENDOR EXPIRATION REPORT

This command will generate a specific vendor list with the expiration dates including those without training history.

The screenshot shows the 'Expiration Report' form on the CJIS online website. The form is titled 'Expiration Report' and includes several sections for filtering data. Red arrows point to the following elements:

- Navigation:** A dropdown menu labeled '--- Navigation ---' in the top right corner.
- HELP:** A button with a question mark icon and the text 'HELP' in the top right corner.
- Links:** Two links at the top: 'Show Vendor Employees with No Test History' and 'Show IT/Agency Employees with No Test History'.
- Choose employee type:** A dropdown menu currently set to 'Vendor Employees'.
- Choose Vendor:** A dropdown menu currently set to 'Peak Performance Solutions'.
- By Month:** A radio button option with month and year dropdowns (September, 2014).
- By Time Period:** A radio button option with 'From' and 'To' date ranges (September, 2014).
- Very Specific:** A radio button option with 'From' and 'To' date ranges (September, 8, 2014).
- All Dates in Data Base:** A radio button option, which is currently selected.
- Submit/Reset:** Two buttons at the bottom of the form.
- CJIS ONLINE HOME:** A button with a house icon and the text 'CJIS ONLINE HOME'.
- Contact Support:** A link with a speech bubble icon and the text 'Contact Support'.
- Copyright:** A footer line stating 'Copyright © 2006 Peak Performance Solutions'.

MONITOR VENDOR TESTING ACTIVITY

This report lists the specific vendor selected with corresponding employee records.

Give special attention to any records expiring.

Vendor Admins are responsible for their own employees' training.



The Easy Online Resource for CJIS Information



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---- Navigation ----

 **HELP**

Sort By ▼

Showing All Dates
(Active Users Only)

[Search Again](#)

OPERATOR NAME	USER ID	COMPANY NAME	USER LEVEL	EXPIRE DATE
Hiatt, Lee	lhiatt@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	03/04/2015
Scarborough, Ryan	rscarborough@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	02/18/2016
Schmidt, Greg	gschmidt@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	12/12/2015
Valentine, Bryan	bvalentine@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	04/01/2016
Yearty, James	jlyearty@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	06/27/2016
Yearty, John	jyearty@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	04/13/2016

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Contact Support

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Questions?

Contact Info

If you cannot login,

512-424-7364

or

cjis.audit@dps.texas.gov